

* Nationwide *
AGR VACANCY ANNOUNCEMENT
ARIZONA AIR NATIONAL GUARD
ACTIVE GUARD AND RESERVE
HUMAN RESOURCE OFFICE

5636 East McDowell Road Bldg. M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4809; DSN 853-4809
WEBSITE: www.azguard.gov/hro

ANNOUNCEMENT NUMBER: 07-004A

DATE: 26 DEC 2006

CLOSING DATE: 25 JAN 2007

POSITION TITLE, SERIES, GRADE, POSITION NUMBER AND MAXIMUM AUTHORIZED MILITARY GRADE:
ADMINISTRATIVE SUPPORT CLERK (OA), GS-0303-05, TC80284000, TSgt/E6

APPOINTMENT FACTORS: OFFICER () ENLISTED (X)

LOCATION OF POSITION:

DAVIS MONTHAN AFB, AZ (Predator Mission)

APPLICATIONS MUST BE MAILED TO: Human Resources Office, 5636 E. McDowell Road, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1600 MST) on the closing date shown above.

Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (Specialized Experience) may apply. **Individuals applying for AGR positions must submit a NGB Form 34-1 (AGR Application) and AZ Form 34-1 (Arizona AGR Application Supplement).** Applicants must submit a copy of their current physical examination and a copy of their most recent PT test score card. Applicants may submit a résumé detailing military and civilian experience limited to either paid or nonpaid experience directly related to this position. Listed experience must include; Job Title, Duties and accomplishments, Employers name and address Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant EEO Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications will not receive an adequate evaluation by the Selection Panel if these forms are not submitted.

NATIONAL GUARD REQUIREMENTS:

1. If selected, you must be in compliance with physical fitness, height, weight, and body fat measurement standards. You must have completed a medical examination in accordance with AFI 48-123 within the 18 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program.
2. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
3. Individual selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control graded positions.
4. You must meet eligibility requirements of AFM 36-2108 (Airman Classification) and AFI 36-2105 (Officer Classification), and ANGI 36-101 (The Active Guard/Reserve Program).

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona (AIR) National Guard or eligible for membership. Member must possess a 3S051 AFSC. Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Active Guard/Reserve Program and is **open to current members of the Arizona Air National Guard and those eligible for membership.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position, applicants must meet minimum qualifications as outlined on the reverse of this announcement. **PCS funds are authorized.**

NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Supplement to Application for Employment, Applicable Knowledge, Skills and Abilities.)

NOTE: Application must contain a 2096 or RIP indicating the member has a 5-level in the 3S0 career field.

NOTE: Applications must contain verification that the applicant meets AF Fitness standards.

NOTE: This position is currently funded until 30 Sep 07 and may be extended upon receipt of funding. In addition, this position may be converted to permanent upon receipt of permanent funding.

NOTE: This position is subject to rotating or night shift work.

NOTE: Re-Announced from Announcement #06-392A. Applications received for Announcement 06-394A will be forwarded to the new announcement, there is no need to re-apply.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R or a self-generated form that clearly justifies each KSA.

1. Ability to communicate both orally and in writing.
2. Knowledge of and ability to operate various types of office equipment and computer systems to produce products, prepare forms and prepare correspondence.
3. Knowledge of the Personnel Concept III system.
4. Ability to establish suspense control system for incoming and outgoing correspondence and other administrative actions.
5. Ability to produce orders for special and annual training.
6. Ability to operate computer data base, word processing, and spreadsheet programs to input and retrieve information.
7. Skill in interpersonal relations.

SPECIALIZED EXPERIENCE: Must have 6 months experience in military personnel career correspondence and messages; records documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of classified documents; on the job training programs for both technicians and unit military personnel; and Personnel Concepts III program. **Failure to address and justify the Specialized Experience in your application package will cause you to be considered unqualified for this position.**

BRIEF JOB DESCRIPTION: This position is located in the Predator Reconnaissance Squadron Orderly Room, providing a variety of orderly room/administrative support for the organization. Functional responsibilities may include correspondence and messages; records documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of classified documents; preparing, publishing, distributing and tracking civilian and military travel orders, annual training, special training, and other orders. Preparing, distributing and accounting for all schedules, directives, maintenance orders, procedures, passports and summaries and monitoring a correspondence and reports suspense system. Supports unit personnel in their computer needs by answering routine questions and bringing issues and problems to the attention of Information Management personnel. Documents problems and records trends; obtains assistance from IM to explain complex network concepts; install or requests assistance to install and configure application software to run on stand-alone computers or networked systems; maintains automated configuration control files and registers software to the installation and requests installation and maintenance of microcomputers, printers and peripheral equipment, performs limited maintenance and trouble shooting or obtains IM assistance to resolve hardware problems and briefs to new personnel on computer operations and performs demonstrations as required.

SELECTING SUPERVISOR: LT COL GREGG DAVIES